

## **Driving Licence Information Fair Processing Declaration Form**

### **Guidance notes – please read these notes before completing this form**

1. Under Health and Safety and Duty of Care requirements, your employer is obliged to check that all employees who carry out business mileage for the company, no matter the distance or frequency are correctly licenced to drive. Your employer has outsourced this process to DriveTech and its sister company Intelligent Data Systems UK Limited (IDS) to minimise any inconvenience and ensure consistency. By outsourcing this process to a specialist provider in the field of data management, the risk or exposure to possible data fraud is minimised due to our highly secure and encrypted systems and process. For further information about how we process your data, your rights and who to contact, see our privacy notice at [www.drivetech.co.uk/home/privacy-policy](http://www.drivetech.co.uk/home/privacy-policy) or visit the Data Protection area in DriveTech's FAQ section on FleetRiskManager [www.fleetriskmanager.com/Home/FAQDataProtection](http://www.fleetriskmanager.com/Home/FAQDataProtection).

2. You should only fill in this form if you have read and understood how your driving licence information will be processed by DriveTech on behalf of your employer. DriveTech will fill in the "Company Details" and the "Reason for processing information" sections of the form on behalf of your employer. You must then fill in the "Driver Details" section and sign and date the "Driver information fair processing declaration" section. DriveTech and DVLA will not accept forms if they haven't been signed and dated by you. If you make an error on this form please complete a new form for processing.

3. In some instances, your employer may also be working with a Third Party (e.g. Leasing Partner), if this is the case DriveTech will list all relevant companies in the "Organisation Details" section.

4. Immediately after your employer notifies DriveTech that you are no longer an employee, or that you no longer drive on business, your record will be archived. In accordance with DVLA requirements, your Fair Processing Declaration form will be archived for seven years from the date of signature and subsequently destroyed. If your connection with the company or companies listed in the Organisation Details Section stops, you have the right for your information not to be processed by them. Please refer to the privacy notice for the named company or companies in that Section.

5. You can also view or share your driving licence information online at [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence).

6. If the details on your driving licence are not up to date, return it to DVLA and inform them about the changes they need to make. By law, you must tell DVLA immediately if you change your permanent address or name. You could be fined up to £1,000 if you do not tell DVLA about these changes.

7. If your licence has been lost, stolen or destroyed you will need to apply for a replacement. You can find out how to do this online at [www.gov.uk/apply-online-to-replace-a-driving-licence](http://www.gov.uk/apply-online-to-replace-a-driving-licence). Or, as long as you have not changed the details on your photocard licence, you can apply for a replacement licence using a debit card or credit card by phoning 0300 790 6801 between 8am and 2pm on Saturdays.



Please write in BLACK INK and CAPITAL LETTERS

**1. Organisation details**

\*Mandatory fields.

Name of company\*

Name of third party

**2. Reason for processing information:**

**3. Driver details:**

Are you associated with the above named organisation?\* YES  NO

If No, please provide the name of the employee who has named you as an additional / nominated driver:

If Driver Works for Company:\* Company Car:  Own Car on Business:  Pool Vehicle/Van:  Occasionally only:

Employee number or ID

Department/Division

Surname\*

First Name \*

First Middle Initial  Date Of Birth\* (DDMMYYYY)  Date Entered UK(overseas licences only) (DDMMYYYY)

Driver/Licence Number:\*

Country of Issue

Your Email Address

@

Current Address\*  Address on Licence (if different)

Post Town:\*  Post Town:\*

Post Code:\*  Post Code:\*

\*You must tell DVLA about any changes to your address, if you don't, you could be fined up to £1,000

**4. Declaration**

I am the person referred to in the **Driver Details Section**. I understand DriveTech (UK) Limited and the company or companies listed in the **Organisation Details Section** will ask DVLA for my driver record information, as and when they require, for the purposes set out in the **Reason for Processing Section**.

I understand DVLA will disclose to DriveTech (UK) Limited, and the company or companies in the **Organisation Details Section** all relevant information held in the computerised register of drivers maintained by DVLA. This includes personal details, driving entitlements, valid endorsements and disqualifications (if relevant), photo images, Certificate of Professional Competence (CPC) and Digital Tachograph Card details (where appropriate). I understand this information will be held by DriveTech (UK) Limited, and the company and third party named above, who will use the information only for the purpose for which it is intended.

I understand that DriveTech (UK) Limited will use my email address in the future solely for the purpose of contacting me in relation to my licence check. This declaration will expire when I stop driving in connection with the company or in any case, three years from the date of my signature. For further information go to <https://www.drivetech.co.uk> to read the Privacy Notice.

Driver's Signature\*

Date Of Signature\*(DDMMYYYY)

**Return Instructions:** Please complete the document, remembering to sign and date it. Then return to Licensing Dept: Stratford Upon Avon District Council